

## Item #15 – Annual Report

---

The annual report must meet all of the following criteria:

1. Available to the general public
2. Includes description of organization's activities and supporting services
3. Lists directors and chief administrative personnel
4. Includes **terms of office** of organization's governing board's officers and members
5. Lists **dates, times, and places** of board meetings held during the year
6. Cover the year **ending on or after June 30, 2002**

The information must be attached to or part of the annual report. Newsletters may be used to meet this requirement provided they contain the necessary information.

An organization may be declared ineligible if the annual report is missing any of the above information. Regional or national annual reports are not acceptable.

See sample of annual report on reverse.

**GERRY'S PRESCHOOL  
2002 ANNUAL REPORT  
January 1, 2002 – December 31, 2002**

*Gerry's Preschool was established in 1990 as a nursery school and since 1995, a private early childhood program for children three years old through grade two. The organization is accredited (preschool through grade 2) by the Western Association of Schools and Colleges (WASC).*

*During 2002 Gerry's Preschool served approximately 236 children through the traditional school year and summer sessions. The organization underwent a capital expansion project during the year. This project increased classroom space from 9 to 11 classrooms.*

*Gerry's Preschool provided a quality childhood education for every student in a safe and nurturing environment. The organization is committed to provide learning opportunities that facilitate high standards of academic achievement. The organization recognizes each child's unique qualities and promotes the development of characteristics essential to become confident, contributing members of the school and global community.*

*Supporting Services:*

*Gerry's Preschool reaches out to meet the needs of children by providing the following services:*

- Develop and implement individualized intervention plans for children with difficulties due to possible developmental delays/concerns and/or persistent behavior problems.*
- Provide support and referrals for alternative learning environments to meet the needs of special children.*
- Assist parents with testing through the Department of Education, Special Services Department.*
- Provide tutoring in Spalding Phonics for children who enter at the first or second grade level or who are experiencing difficulty with the program.*

*Chief Administrative Personnel:*

*Director – George Adams*

*Business Manager – Sam Bloom*

*Administrative Assistant – Tina White*

*Board of Governors:*

<i>Chairman</i>	<i>Ron Jones</i>	<i>2 year term (2002-2003)</i>
<i>Secretary</i>	<i>Carolyn Yoshimoto</i>	<i>2 year term (2001-2002)</i>
<i>Treasurer</i>	<i>Roger Chang</i>	<i>1 year term (2002)</i>
<i>Legal</i>	<i>Lawrence Nakahara</i>	<i>1 year term (2002)</i>
<i>Member at Large</i>	<i>Susan Manson</i>	<i>2 year term (2002-2003)</i>

*Board Meetings:*

*During 2002, the board met on the following dates/times/places:*

<i>January 12, 2002</i>	<i>9:00 – 10:00 a.m.</i>	<i>Bank of Hawaii Makiki</i>
<i>April 1, 2002</i>	<i>1:00 – 2:00 p.m.</i>	<i>Ward Warehouse</i>
<i>July 5, 2002</i>	<i>9:00 – 10:00 a.m.</i>	<i>Bank of Hawaii Makiki</i>
<i>October 7, 2002</i>	<i>1:00 – 2:00 p.m.</i>	<i>Ward Warehouse</i>

*Annual report is available to the general public.*